

***Providing compliance assistance, training,  
and outreach for Federal facilities.***

- i Conduct Federal facility program reviews, environmental management reviews (EMRís) and help coordinate training opportunities available to Federal facilities.
- i Establish interagency forums and quarterly round table meetings, and conduct annual meetings to disseminate information and discuss critical issues.
- i At a minimum, participate during the in briefing and out briefing activities on all multimedia and significant single media inspections.
- i Assist and coordinate with Regional Program Offices the outreach, information dissemination and implementation of E.O.s at Federal Facilities.

***Encouraging pollution prevention at Federal facilities.***

- i Coordinate Regional implementation of E.O. 12856 including working with Federal Facilities on P2 plan development and implementation and meeting TRI reduction goals.
- i Conduct Pollution Prevention Opportunity Assessments (PPOAs) in cooperation with the Regional Pollution Prevention (P2) Coordinator.
- i Evaluate P2 projects reported by Federal facilities in FEDPLAN, and provide information to the Regional P2 Coordinator.
- i Help Federal facilities develop P2 programs by providing information, identifying opportunities, and fostering technology sharing among Federal facilities.



By providing a contact for enforcement, compliance, and outreach activities, FFCs streamline the Federal facility compliance and enforcement process for Federal facilities and EPA Regional and HQs personnel. The Federal Facility Coordinators are:

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***The Headquarters Office in Washington, D.C., is:***

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United States Environmental Protection Agency  
Office of Enforcement Compliance Assurance  
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Federal Facilities Enforcement Office

## ***The Regional Federal Facilities Coordinator***

***Promoting:  
Pollution Prevention  
Compliance Assistance  
Enforcement Oversight***



## EPA's Federal Facility Compliance Program

Executive Order (E.O.) 12088, iFederal Compliance with Pollution Control Standards, i makes the head of each executive agency responsible for ensuring that the agency's facilities, programs, and activities meet applicable Federal, State, and local environmental requirements.

The primary goal of EPA's Federal Facility Compliance Program is to ensure that all agencies reach a level of compliance with environmental requirements that equal or surpass the rest of the regulated community. To accomplish this goal, EPA uses a three-pronged approach: training and compliance assistance, compliance oversight and enforcement, and review of Federal agency environmental plans and programs. This comprehensive approach is designed to help Federal agencies develop appropriate compliance strategies, and request adequate funding to carry out those strategies.

EPA's Federal Facilities Enforcement Office (FFEO) at their Headquarters in Washington, D.C., is responsible for ensuring that Federal facilities take all necessary actions to prevent, control, and abate environmental pollution. FFEO participates in enforcement negotiations, oversees compliance assistance enforcement activities undertaken by the Regions, and is responsible for resolving enforcement disputes between EPA and other agencies. Each of the Regional Federal Facility Coordinators report regularly to FFEO in Headquarters via monthly conference calls, semi-annual meetings and other interactions.

**EPA Regions**



## What do Federal Facility Coordinators do?

Federal Facility Coordinators (FFCs) serve as the primary Regional point of contact for facility environmental managers and as a vital link between EPA Headquarters (HQs) and the Federal facilities. FFCs are responsible for coordinating the implementation of the FFEO policies and programs at the Regional level. Specific FFC responsibilities include:

- **Coordinating** with Regional media program staff to Implement Federal facilities enforcement programs;
- **Managing** tracking, oversight, and compliance planning activities;
- **Managing** the Federal Facilities' environmental management program plan review process;
- **Providing** compliance assistance, training, and outreach for Federal facilities;
- **Encouraging** and assisting pollution prevention programs at Federal facilities.

The following is a brief list of some of the required annual activities performed by Regional FFCs to assist in the implementation, coordination, and dissemination of EPA's FFEO policies and programs to achieve compliance, and promote pollution prevention:

### ***Coordinating with Regional media program staff to implement Federal facilities compliance/enforcement programs.***

- i Provide clarification on Federal facilities policies and guidance, assist in compliance/inspections activities, and coordinate multi-media inspections at Federal facilities.
- i Facilitate information exchange on Federal facilities' programs and multimedia enforcement/compliance strategies.
- i Coordinate meetings/briefings/visits between the regulated Federal facilities staff and EPA.

### ***Managing tracking, oversight, and compliance planning activities.***

- i Updating the Federal Facilities Tracking System (FFTS) and Integrated Database for Enforcement Analysis (IDEA) databases to include RECAP measures.
- i Maintaining records on Federal facility inspections and enforcement actions.
- i Preparing briefings for the Regional Administrator on Federal facility issues.
- i Ensure that Federal facilities issues are addressed in EPA/State Enforcement Agreements.
- i Assist in the coordination of Dispute Resolution Packages and Early Warning Packages being forwarded to HQs.
- i Establish a systematic and routine briefing series for Regional Administrator/Deputy Regional Administrator on Federal facility issues utilizing FFTS/IDEA data.

### ***Managing Federal facilities' environmental management program plans.***

- i Coordinate the review of all Federal facility plans and programs within the Region as required by E.O. 12088.
- i Conduct appropriate training for Regional staff involved in the FEDPLAN regional review process to ensure timely and technically accurate EPA review of Federal projects.
- i Provide appropriate FEDPLAN training and program assistance to other Federal agencies in environmental compliance and budget planning in accordance with E.O. 12088.
- i During FEDPLAN Reviews, analyze all open enforcement actions (using IDEA and FFTS) at each Federal facility, and correlate with the installation's environmental plan. Determine whether additional programs projects are needed or should be modified.
- i Communicate information about the FEDPLAN planning process to both the Regional office and Federal facilities.